

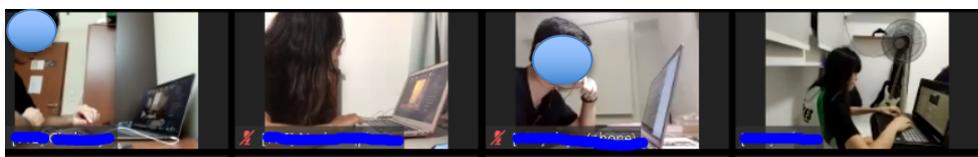
STUDENT INSTRUCTIONS FOR Mathematics Y12 Summative Assessment

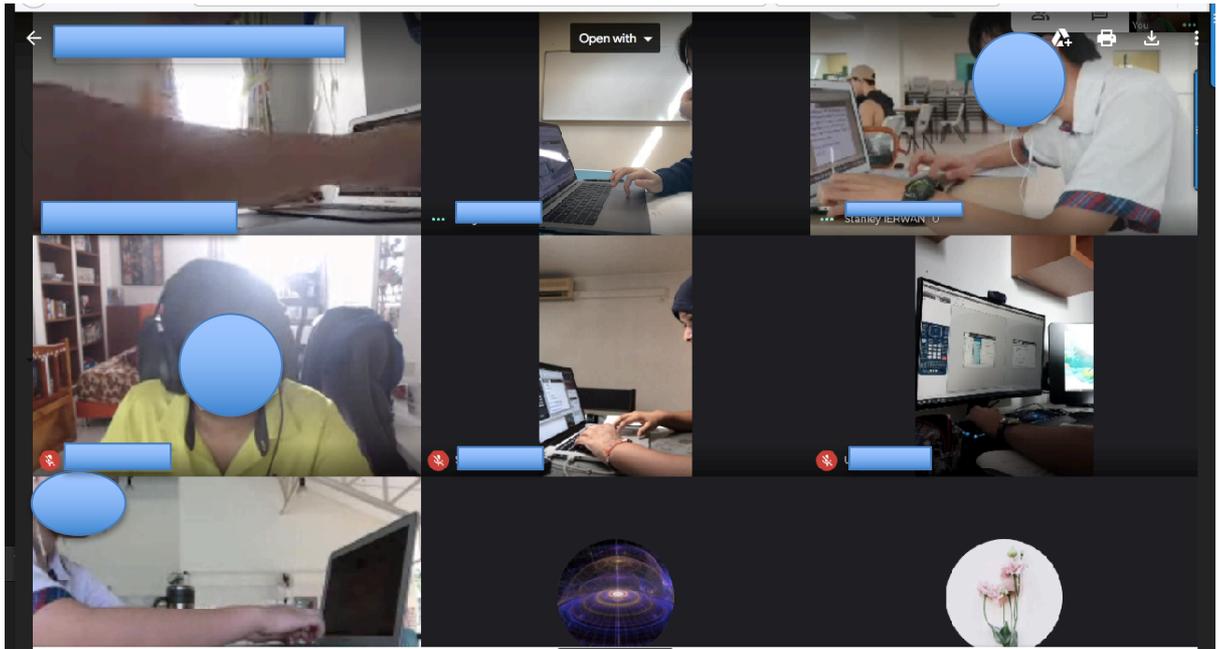
Quick word:

- You may find the online test procedure troublesome and intrusive. The main reason for these measures is to **protect the integrity of the assessment process**.
- Stringent assessment gives students and future schools of the students' confidence of the qualification conferred by Chatsworth International.
- As we are new to this mode of assessment, we seek your cooperation and understanding. Please let Mr. Chang or Mr. Nanwani know if you have any feedback / suggestions.

Please prepare the following:

1. A fully charged laptop.
 - It should have the following:
 - i. **Internet connection** to access **Google Classroom**
 - ii. **Google Meets/Hangouts** (for announcements and technical support during the assessment)
 - During the assessment, close all apps and do not use any communication apps. e.g. Facebook, Messenger, Skype, WhatsApp, Telegram, etc. for the entire test duration.
2. A handphone with Google Meet installed.
 - This device will be used by the proctor to monitor you during the assessment.
 - **You will be placed in a waiting room on Google Meet. Invigilator will admit you into the main "meeting room" when they are ready. Please be patient.**
 - **Find out in advance a placement of your handphone.** Time will not be reimbursed if the invigilator requires you to shift your camera to a satisfactory position.
The camera should capture **contents of your screen and keyboard+mouse** of your machine **and upper part of your body** (minimally can see your hands). Note that **landscape** orientation seems to work better.
You can see this [video](#) for a good camera placement and the screenshot below to see reasonable examples:





To self-check your placement, you can create a Google Meet on your laptop and join the meeting on your phone. Note any window or light source facing the camera might cause your screen to be too dark to be seen. You should adjust the position until the contents of your screen can be seen.

- **Ensure your handphone/laptop is plugged in to power for the duration of the exam.** Google Hangout can run your battery dry rather quickly. Dim the screen brightness as having it too bright may cause your phone to overheat.
3. A venue where you can take the test in isolation **for the entire duration**. Your mic should be turned on for the duration of the exam, so your family members should be informed not to come into the room and to try to keep the noise level low.
 4. Ensure everything you need is easily reachable and visible to the camera **at all times** (scratch paper, pen/pencil, etc).
 5. **Formula Booklet will be provided to you electronically and you would need to download the formula booklet on your desktop.**

Restrictions:

1. We need an easy way to verify via the camera view that you are not doing unauthorized things and communicating with other students.
2. You may not move out of the view of the camera for the duration of the exam. Please remember to go to the bathroom before the start of the assessment. The assessment is only 1 hour and 30 minutes. **Leaving your camera view makes you liable to an investigation.**

Assessment Procedure:

1. **[9:00am]** We will have a dry run to ensure everything is running smoothly. The assessment item will be updated with the Google Classroom link when everyone is ready. **Please do not share this link with anyone.**
2. **[9:00am]** Log into Hangout **using your school email account.**
3.
 - a. Join the meeting via the given Google Hangout link provided
 - b. Turn on your video, and position your handphone correctly. Landscape mode is preferred. Please do not lock the orientation of your phone.
4. **Browse to Managebac→ Assessment**
 - a. Click on the “Year 12 Mathematics HL/SL Assessment”:
 - b. The password will be posted in the Hangout chat when everyone has been verified by invigilator.
5. Wait for everyone to be ready.
6. **[9:30am]** Invigilator will announce the **assessment password, start and end time** when everyone is ready. The file is in .tns mode, which means you would need to be able to open the file using the Ti-Nspire software that you have recently installed.
7. Announcements on changes/updates to the test will be posted on Google Hangouts.

8. If you have any questions during the test, you can use Google Hangouts to message the presiding invigilator.
9. During the assessment, you are advised to click the “Save your document” button from time to time (e.g. after you finished one question), this allow your answer to be saved on Desktop in case of network breakdown. Also, note that each question on your file is denoted as 1.1. If the question has two parts, then it will be noted as. 1.1, 1.2. If a test has three questions and two parts in one question, it will look like this.

1.1, 2.1 2.2, 2.3, 3.1

10. You need to ensure all your answers are written on your laptop using the Ti-Nspire.

11. [10:45am]. The invigilator will give you 15 minutes reminder.

12. [11:00am] End of assessment. Please save your work as first_name_last_name.tns and submit your file on MB. Your task will run through Turn-it-in.

13. Wait for the invigilator to confirm that he has received your answer script on MB before logging off your Google Hangout. Your teacher will check and open your .tns file to ensure the file is not corrupted. **Do not leave the meeting or go offline** until you are given explicit instructions by the invigilator (teacher) to do so.

FAQ:

1. **What happens if I encounter internet disruption and get disconnected?**
Try to connect back asap. We'll note the incident. As long as the interruption is short, it should be ok.